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SECURITY INFORMATION

Assistant Director (Personnel)
25X1A

28 March 1952

[REDACTED] Historical Staff

History of the Office of Personnel

In connection with the chapter on Office of Personnel being prepared for the Historical Report of CIA there has been received from the Organization and Methods Service the considerable amount of statistical information required.

What is desired, however, to make the chapter interesting, is a brief account of the functions of the various units of the Office of Personnel, how they operate and some of the dragons they have encountered and slain.

The various segments based on the latest chart at hand are:

- Personnel Division (overt)
 - (Testing Branch)
 - (Placement Branch)
- Personnel Division (covert)
 - (Central Processing Branch)
- Military Personnel Division
- Personnel Procurement Division
- Classification and Wage Division
- Personnel Relations Branch
- Studies and Procedures Staff
- Career Service Staff
- Transactions and Records Branch

In instances where a Division or Branch serves both overt and covert offices in like capacity, a single account could in all likelihood cover both.

It is believed ^{an} account has already been prepared on the Testing Service and the Pool ^{and} is in the hands of the Personnel Director.

The length of the sections will naturally vary as some units have more of a story to tell. In general, it is easier to eliminate than to expand, so it is hoped that brevity will not be considered uppermost. If convenient an original and one copy (triple spaced) should be furnished.

If possible, a deadline of 1 May should be met, but if separate sections are ready before that time, it would be appreciated if they could be sent forward separately.

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